

### SHORT CUT KEYS FOR CORAL DRAW

<b>HOTKEY</b>	<b>DESCRIPTION</b>
Ctrl + N	To Create a New File
Ctrl + O	To Open a File
Ctrl + S	To Save a File
Ctrl + Shift + S	To Save As... a File
Ctrl + I	To Import a File
Ctrl + E	To Export a File
Ctrl + Z	Undo Last Action
Alt + Backspace	Undo Last Action
Ctrl + Shift + E	Redo Last Action
Ctrl + R	Repeat Last Action
Ctrl + D	Make a Duplicate
Ctrl + Y	Snap to Grid
Ctrl + G	To Group Objects
Ctrl + U	To Ungroup Objects
Ctrl + L	To Combine Objects
Ctrl + K	Break Apart
Ctrl + Q	Convert to Curves
Ctrl + Shift + Q	Convert Outline to Object
Ctrl + Shift + T	Open "Edit Text..." Window
Ctrl + F11	Open "Insert Character"
Ctrl + F12	Open "Spell Checker..."
Ctrl + T	Open "Format Text..."
Ctrl + J	Open the "Options" Window
Alt + F7	Open "Position" Window

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Alt + F8	Open “Rotate” Window
Alt + F9	Open “Scale” Window
Alt + F10	Open “Size” Window
P	Align to Center of Page
C	Align to Centers Horizontally
E	Align to Centers Vertically
T	Align to Top
B	Align to Bottom
R	Align to Right
L	Align to Left
Ctrl + F2	Open View Manager
Shift + F4	Zoom to Page View
F4	Zoom to All Objects
F9	Full Screen Preview
Page Up	Go to Previous Page
Page Down	Go to Next Page
Shift + Drag	To Move the Ruler
Ctrl+Click a Colour	To Add (mix) colour
Ctrl+Click White	To lighten a Colour
Shift + Click	To Find a Colour by Name
Click and Hold	To Find Colour Variations
Alt + Click	To Apply Outline Colour
Right-click a Colour	To Apply Outline Colour
F10	Jump to Shape Tool
Z	Jump to Zoom Tool
H	Jump to Hand Tool
F6	Jump to Rectangle Tool
F7	Jump to Ellipse Tool
F8	Jump to Text Tool
Y	Jump to Polygon Tool

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G	Jump to Interactive Fill Tool
Shift + Page Up	Bring to Front
Shift + Page Down	Send to Back
Ctrl + NumPad8	Increase Font 1 Point
Ctrl + NumPad2	Decrease Font 1 Point
Ctrl + F8	Convert to Paragraph Text

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